



CHIEF ASSISTANT CITY ATTORNEY

City of Huntington Beach, California

Recruitment Services Provided By



The Opportunity

The City of Huntington Beach offers a truly unique opportunity for experienced California municipal attorneys. As one of the few cities with an elected City Attorney, the Chief Assistant serves an oversized role, with a great deal of autonomy and prestige but without the negative aspects of the top spot. Additionally, the next Chief Assistant will have the opportunity to be part of a City that is leading the way in its effort to protect its local control.



The City Of Huntington Beach

The City of Huntington Beach is in northwestern Orange County 35 miles southeast of Los Angeles and 90 miles northwest of San Diego. The City encompasses 28 square miles of land and 26 square miles of water, making it the 24th largest city in California. With a population of about 202,265 residents, Huntington Beach is the fourth largest populous city in Orange County.

Known as "Surf City USA," Huntington Beach features nearly 8.5 miles of spacious beaches and hosts an annual visitor population of over 11 million people, especially during the summer, and features numerous large-scale special events, surf competitions and festivals. Even with its swell of visitors, Huntington Beach has been listed for decades as among the FBI's safest cities in the nation. In 2022, WalletHub ranked the City of Huntington Beach #1 in the nation for quality of services to residents. Huntington Beach also consistently ranks near the top of WalletHub's annual rankings of the happiest cities in the country.

Huntington Beach is home to a thriving beach community and is consistently named as one of the top ten beaches in California. The City has one of the largest recreational piers in the world and has the longest concrete pier in California. Running parallel to the Pacific Coast Highway and just steps from the ocean is a ten-mile strand perfect for biking, inline skating, jogging, or a leisurely stroll.

Huntington Beach boasts a wide variety of municipal amenities. It has a world-class Central Library with four branch libraries. The City's park system includes 79 public parks

(including a dog park), riding stables, and the largest city-owned and operated regional park in Orange County - the 356-acre Huntington Central Park. Residents enjoy five recreation centers (including a senior center), three miles of equestrian trails, two golf courses, 72 tennis courts, a marina, and a protected wildlife preserve. Huntington Beach draws some of the largest crowds in the world for its popular events, including the U.S. Open of surfing, AVP Pro Beach Volleyball, the Surf City Marathon, and the Pacific Air Show. It's also home to the International Surfing Museum, the Surfing Walk of Fame, the Surfing Hall of Fame, the Bolsa Chica Ecological Reserve, and the Huntington Beach Art Center.

The community's 35 elementary schools and five public high schools frequently receive local, state, and federal awards and honors, including recognition as California Distinguished Schools and National Blue Ribbon Schools. Golden West College, a community college, is also located in the city. Orange Coast College; the University of California, Irvine and California State Universities at Long Beach and Fullerton also provide convenient proximity to higher education. Huntington Beach is an extremely diversified business community. No single business or industry dominates the local economy, which supports leading commercial, industrial, and recreational industries ranging from tourism and leisure to aerospace, high technology, and advanced manufacturing.

To learn more about the City of Huntington Beach, please visit www.huntingtonbeachca.gov.





City Government

Huntington Beach was incorporated as a Charter City in 1909 and operates under the Council/Manager form of government. A seven-member City Council serves as the governing body. Members are elected at-large to four-year overlapping terms. City Council members are limited to two consecutive terms. The City Attorney, City Clerk, and City Treasurer are also elected and serve four-year terms. The Mayor and Mayor Pro-Tern roles are designated on an annual rotating basis.

The City's 12 major departments include the City Attorney, City Clerk, City Treasurer, City Manager, Community Development, Community & Library Services, Finance, Fire, Human Resources, Information Services, Police, and Public Works. The City is supported by 989.75 FTE, approximately 500 part-time employees, and a General Fund budget of \$269 million (\$532 million all funds). Huntington Beach maintains an AAA credit rating by Fitch.

ORGANIZATIONAL CULTURE: THE ONEHB MISSION

- **One Team:** We are one team working together to serve the people of Huntington Beach exceptionally to inspire pride in our community.
- **One Focus:** We have one focus ... to stay fanatical about achieving municipal excellence by being active caretakers of our unique, people-centric HB culture.
- **One Goal:** We have one goal ... to ensure that HB continually improves its standing as a premier coastal community as measured through the health of our people, our organization, our infrastructure, and our community.

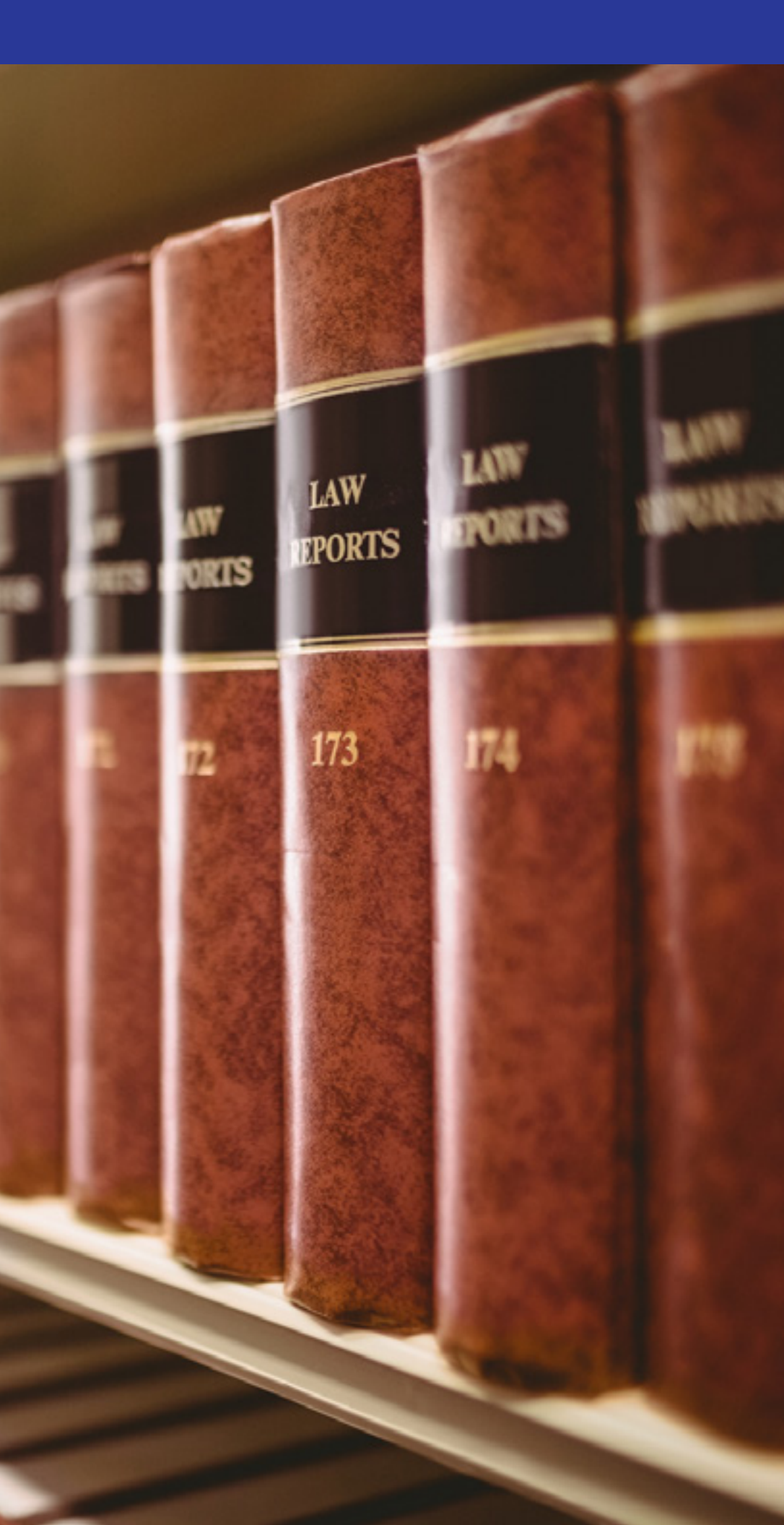
The City Attorney's Office

The mission of the Huntington Beach City Attorney's Office is to provide the best representation to the City in all legal matters and before administrative bodies, and to provide excellent, effective legal counsel and services to the City Council and to all officers of the City, and provide superior representation for the City in court litigation and prosecutions on behalf of the people for violations of the City Charter and Municipal Code.

The Office of the City Attorney represents and advises the City Council and all City officials on matters of law pertaining to the business of the City of Huntington Beach. Among other things, the City Attorney prepares and/or reviews all City ordinances, resolutions, contracts, and other legal documents; and attends City Council, Planning Commission, City Staff and other meetings. The City Attorney also prosecutes on behalf of the people criminal cases arising from violation of the provisions of the City Charter or Huntington Beach Municipal Code, and such state misdemeanors as the City has the power to prosecute. This office also administers the Administrative Citation Program.

The City Attorney's Office consists of an elected City Attorney, a Chief Assistant City Attorney, two Assistant City Attorneys, two Sr. Deputy City Attorneys, a Deputy City Attorney, and four support staff. The City Attorney's Office has two divisions: Litigation Services and Municipal Services.





The Position

By charter, the voters of Huntington Beach elect a City Attorney who provides overall leadership of the City Attorney's Office. The Chief Assistant assists the City Attorney in supervising and overseeing the operations of the City Attorney's office. In the absence of the City Attorney, the Chief Assistant assumes all the responsibilities of the City Attorney, including advising City Council and City Administration.

Key responsibilities include:

- Assisting the City Attorney in administering the City's legal functions
- Serving as senior counsel in providing advice to, and on behalf of, the City in matters of municipal and state law.
- Oversee transactional law matters for the City Council and city operational departments.
- Analyzing and researching legal problems, preparing opinions, conferring with and advising City officials, staff, departments, advisory bodies and commissions on legal questions pertaining to their respective powers, duties functions and obligations
- Monitoring proposed legislation and court decisions related to municipal law and activities, as well as evaluating the impact to City operations
- Supervising professional and support staff, providing and coordinating staff training, working with employees to correct deficiencies, and implementing disciplinary actions
- Implementing cost control procedures for outside counsel and monitoring legal department contracts for compliance
- Performing the duties of the City Attorney in the absence of the City Attorney
- Maintaining effective and extensive professional relationships with representatives of other local, state, and federal agencies
- Performing other such legal duties consistent with the City Charter as may be required by the City Council

The Ideal Candidate

The Chief Assistant City Attorney for the City of Huntington Beach must be a solid municipal attorney, ideally with the following characteristics and experience:

- Significant municipal law experience, with an emphasis on experience with land use matters.
- The City Attorney is seeking candidates who have a strong problem-solving approach, and an innate curiosity to explore alternative avenues to accomplish the City's policy goals. Experience gained in charter cities is particularly valuable in this regard, as the City is keenly interested in exerting its local control.
- The staff in the City Attorney's Office are excellent, and the next Chief Assistant should continue the track record of providing effective and supportive leadership in an easygoing and collegial environment.
- The best candidates will place a high priority on ensuring that the high-quality work of the office is delivered in a very responsive manner.
- The City Attorney seeks a Chief Assistant that can assess risk across multiple potential courses of action and help others arrive at decisions that are sound and in the best interest of the City. This includes encouraging open-mindedness toward unpopular alternatives or spotlighting risk associated with popular ones.





Qualifications

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

Experience: Five years of increasingly responsible experience in city or related government law, and two years of administrative or supervisory responsibility.

License/Certification: Active membership in the State Bar of California.

Compensation & Benefits

The annual salary range for the Chief Assistant City Attorney is **up to \$220,272**. The City will negotiate an employment agreement with the selected candidate which will include a salary and benefits package that is considerate of the selected candidate's qualifications and experience.





The Recruitment Process

Interested candidates should apply immediately, as this recruitment may close early once a sufficiently strong candidate pool has been established.

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed to Greg Nelson or Bryan Noble at (916) 550-4100.

Interested candidates are encouraged to apply online at mosaicpublic.com/careers.

The City of Huntington Beach is an Equal Opportunity Employer.